OPTIONAL PRACTICAL TRAINING
STATEMENT OF UNDERSTANDING

I, ______________________________, have read and understood the regulations governing Optional Practical Training. I understand that while on Optional Practical Training I am still in F-1 status and I am subject to all the rules and regulations of the F-1 status.

Upon approval from the United States Citizenship and Immigration Services (USCIS) and receipt of my Employment Authorization Document (EAD), I will furnish the Office of International Scholar & Student Services with any and all updates regarding my employment status and immigration status, to ensure that I maintain my legal immigration status.

I understand the following (see page 2) F-1 post completion optional practical training regulations, and that failure to comply with these regulations would constitute a violation of my F-1 status and may result in the termination of my SEVIS record and loss of my F-1 status.

Student Signature: __________________________________________
Date: _____________________________________________________

DSO: _____________________________________________________
(printed name)

Date: _____________________________________________________

DSO: _____________________________________________________
(Signature)

Date: _____________________________________________________
Regulations Regarding OPT Applications

- Post-Completion OPT applications can be submitted USCIS **no earlier** than 90 days before date of degree completion.
- Post-Completion OPT application **MUST** be received by USCIS within 60 days of date of degree completion.
- Post-Completion OPT application **MUST** be received by USCIS within 30 days of OPT recommendation being issued by DSO (see issue date on I-20 with OPT recommendation).
- STEM OPT applications **MUST** be received by USCIS prior to the end date list on the EAD card issued for Post-Completion OPT.

Limits on Periods of Unemployment During Period of Authorized OPT

- Students on post-completion OPT may accrue **NO MORE** than 90 total days of unemployment during the entire authorized period of OPT.
- Students on approved 17-month STEM OPT Extension may accrue **NO MORE** than 120 total days of unemployment during the entire period of post-completion OPT and STEM OPT.

OPT REPORTING RESPONSIBILITIES (submitted to RBHS International Services)

- Students are **REQUIRED** to report the following unemployment information (volunteer jobs and unpaid internships qualify as employment, but must be 20 hours of more). International Services recommends that students submit this report within 10 days of start of employment to avoid any confusion about immigration status.
  - Name of employer
  - Address of work location
  - Supervisor name and contact information
  - Start date of employment
- Students must report any termination of employment or break in employment to International Services.
- In order to report employment, student will need to submit a completed “OPT Employment Update” form.
- During the STEM OPT period, you must validate your employment every 6 months, even if you have not changed your employment.

F-1 REPORTING RESPONSIBILITIES (submitted to RBHS International Services)

- Students are required to report to International Services any changes of U.S. address within 10 days of move.
- Students are required to report to International Services any change of immigration status.

If traveling outside U.S.:

- Students **MUST** obtain a travel endorsement on most recent I-20 from a Designated School Official (DSO) at RBHS. Travel Endorsements are only valid for 6 months while on OPT.
- Students **MUST** travel with a job offer letter or proof of employment/
- If F-1 visa is expired when traveling while on OPT, student **MUST** obtain a new F-1 visa prior to re-entry to the U.S.